

DEPUTY FIRE CHIEF

DEFINITION

To assist the Fire Chief in planning, directing and coordinating the activities of the Fire Department by performing responsible management, technical and administrative work; to contribute to the overall management of City operations; and to perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief.

Exercises direct supervision over management, supervisory, professional technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, organize and direct emergency services functions and activities including studying, evaluating, and reporting on work programs, organization, and procedures.

Develop divisional goals and objectives; develop and implement division's policies and procedures.

Assist in the development and implementation of the fire department work plan; assist work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Contribute to overall City efficiency and responsiveness to service demands through understanding and implementing City policy.

Coordinating inter-departmental projects, and insuring positive interaction with other departments and agencies; may act for the Fire Chief during absence or as directed.

May assume command of major incidents when deemed appropriate and necessary;

Coordinate and participate in the development, review and control of the departmental budget; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Conduct meetings of commanding officers and transmits policy and operational information to subordinates.

EXAMPLES OF ESSENTIAL DUTIES:

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary; act as liaison with other City departments, fire departments of other jurisdictions, and other public and private organizations.

Research and prepare technical and administrative and special reports; prepare written correspondence.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Coordinate radio, dispatch and telephone communications and automatic and mutual aid agreements with surrounding jurisdictions.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern emergency services operational practices, principles, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment.

Fire Prevention principles, practices and procedures.

Modern principles, practices and techniques of administration, organizational behavior and fire department operations

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of business correspondence and report writing.

Knowledge of:

Pertinent local, State and Federal rules, regulations and laws.

Budgeting procedures and techniques.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Modern office procedures and computer equipment.

Ability to:

Make effective use of personnel, apparatus and equipment in emergency operations and situations.

Instruct effectively, maintain discipline, stimulate interest and command respect of subordinates.

Conduct a thorough fact-finding investigation and to enforce regulations firmly, tactfully and impartially.

Prepare and maintain important records and reports.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain division policies and procedures.

Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, and evaluate assigned staff.

Interpret and explain pertinent City and department policies and procedures.

Ability to:

Develop and recommend policies and procedures related to area of responsibility.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible management experience in fire suppression, prevention or administration,

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Fire Science, Fire Administration or Public Administration or a related field.

License or Certificate:

State Board of Fire Services Certification as a Chief Officer is highly desirable.